



VN 2022-43 Project Assistant (Policy and Liaison, Relocation)

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Brussels, Belgium (Regional Office)**
Classification : **General Service, G-5**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **16 November 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context

Under the overall supervision of the Senior Emergency and Post-Crisis Specialist, the direct supervision of the Regional Thematic Specialist Resettlement, Relocation and Complementary Pathways and in coordination with the IOM managing mission in Greece, the incumbent will act as project assistant under a regional Relocation Project implemented by IOM across the European Economic Area (EEA). In this context, the incumbent will support overall policy and liaison with the European Commission at regional level and work in close coordination with IOM Country Offices implementing the project in the region.

Core Functions / Responsibilities

1. Closely work with the RTS, the IOM managing mission and the IOM offices implementing the regional relocation project in maintaining and promoting good working relations with European Commission (EC) counterparts in the field of EEA Relocation, notably through attendance to relevant EC events and keep counterparts informed on a regular basis of IOM activities and policies in the field of relocation;
2. Work with IOM Country Offices managing and/or implementing the regional relocation project to draft/adapt informational and guidance tools for field missions in the field of

- EU relocation; ensure information exchange between the IOM Regional Office Brussels and implementing missions in sending and receiving countries in the region, promoting links between pre-departure and post-arrival phases in relocation;
3. Contribute, in close coordination with the RTS, the production of analysis and summaries of relevant EU directives and policies in the field of EEA relocation that are of relevance for IOM's relocation programming in the region;
 4. Assist in providing support to IOM field missions managing and/or implementing relocation programming, specifically with information on EC rules and regulations (DG Home in particular) throughout the project cycle, including early identification of needs and technical monitoring missions, when required;
 5. Work closely with the Resettlement and Relocation RTS and Resource Management staff on the revision, endorsement and submission of project proposals or amendment requests from IOM field missions to EU services (DG Home in particular) in the field of relocation, as may be required. This includes the review and quality control of content, guidance provision, liaison with colleagues, and update of relevant IOM databases;
 6. Contribute to the revision to and approval for submission of project reports and other project outputs from IOM field missions to EC services (DG Home, in particular), as may be required, in close coordination with the Resettlement and Relocation RTS and relevant colleagues from the Resource Management team. This includes the review and quality control regarding overall content of documents, guidance provision, liaison with colleagues, and update of relevant IOM databases;
 7. Attend internal and external meetings, thematic seminars and conferences and ensure smooth transfer of information to relevant colleagues/units, as required;
 8. Any other tasks as may be required.

Required Qualifications and Experience

Education

- University degree in Political Science, Migration Studies, International Relations or a related field with a focus on humanitarian aid from an accredited academic institution, with three years of relevant professional experience, preferably in similar roles;

OR

- Completed High School degree from an accredited academic institution, with five years of relevant professional experience.

Experience

- Experience in an international environment dealing with migration and asylum is a requirement;
- Excellent drafting and reporting skills is a requirement
- Excellent knowledge of EU institutions, EU decision-making and finance mechanisms is an advantage;
- Experience in project cycle management is an advantage;

- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is a requirement
- Specific trainings in the field of forced displacement is an asset.

Languages

Fluency in English is required. Fluency in French or Spanish is an asset.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

How to apply

Interested candidates are invited to submit their applications –**Questionnaire on Mandatory Requirements** (page 5), **CV and Cover Letter**– to iombrusselsapplications@iom.int by **16 November 2022 23:59h** (Brussels time) at the latest, referring to this advertisement in the subject line (*VN 2022-43 Project Assistant, Policy and Liaison, Relocation*).

In order for an application to be considered valid, IOM only accepts applications duly completed. **Only shortlisted candidates will be contacted.**

Posting period

From 02.11.2022 to 16.11.2022



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

VN 2022-43 Project Assistant (Policy and Liaison, Relocation) G5, RO Brussels

Education

Do you have the education:

- University degree in Political Science, Migration Studies, International Relations or a related field with a focus on humanitarian aid from an accredited academic institution, with three years of relevant professional experience, preferably in similar roles;

OR

- Completed High School degree from an accredited academic institution, with five years of relevant professional experience.

yes no

Languages

Fluency in English (required) yes no

Fluency in French (desirable) yes no

Fluency in Spanish (desirable) yes no

Professional Work Experience

Experience in an international environment dealing with migration and asylum yes no

Excellent drafting and reporting skills yes no

Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint yes no

Other

Are you currently holding a valid residence and work permit for Belgium? yes no

Date:

Name:

Signature: